

Cheveley Parish Council

Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG

Tel: 07483 107014

Email: clerk@cheveley-pc.gov.uk

Website: www.cheveley-pc.gov.uk

Chairman: Mr James Hadlow Vice-Chair: Mr Rob Treanor Clerk: Mrs Sally Hughes

MINUTES

Cheveley Parish Council Meeting on

Tuesday 9th April 2024 at 7.45pm

held at Cheveley Parish Hall, 102 High Street.

Present:

Parish Councillors: James Hadlow, Jane Gibson, Sheila Marvin, Richard Jackson, Brent Noble and Sallie Thomas

County Councillor: Alan Sharpe

There were no members of the public present

The meeting was opened at 19:54pm by Cllr Hadlow.

135/23/24 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)

Cllr Treanor – personal

Cllr Willows – personal

District Councillor - James Lay

136/23/24 Declarations of Pecuniary and Non-Pecuniary Interests – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting (Standing Orders section 2 (m)).
None

137/23/24 Open Forum for Public Participation (10 mins) – at the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.
No members of the public were in attendance.

138/23/24 Approval of the Minutes for the meeting held on 12th March 2024

The minutes of the council meeting held on 12th March 2024 were signed as a true record.

There were small amendments to items 126, 128.e. and 131.e to add context.

139/23/24 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

To note report from the Clerk (written) of work in progress and actions completed.

1. Cllr Hadlow reported that bait boxes have been set at the cemetery to help with the rodent issue. It was requested that a bait box be set in the verge opposite the church as there seems to be a nest.
2. Bookings – T&Cs – it was mentioned that the need for a deposit for hall/pavilion hire should be assessed based on the event. Cllr Marvin will amend the wording of the agreement accordingly.
3. A member of the public has written to the council to highlight her concern that the wording of item 116/23-24 e. in the February minutes is ambiguous and may mislead readers. The Chairman has written to the person concerned to explain that the reference to transparency was in response to a lack of detail in the application and not

in any way meant as a comment about the group or its members. It was noted that the minute could have been worded better and this will be borne in mind for the future and an apology offered for any offence caused.

140/23/24 Reports from District and County Councillors (verbal)

Cllr J Lay – East Cambs District Council – report circulated by email

Cllr Sharp – Cambridgeshire County Council

Cllr Sharp reported that school spaces at secondary level is at capacity. This has had a knock on effect on the budget for school transport as more students are needing to travel further.

The Mayor of the CPCA has submitted a funding application for bus services.

Swaffham Heath crossroads road improvements – a legal agreement was recently signed which will enable work to progress.

Broomstick Corner – the road markings have still not been done. Cllr Sharp has a meeting with the Council to escalate the issue.

Cllr Sharp suggested that Martin Grey – head of sport at ECDC may be able to advise on the required modifications for the pavilion.

141/23/24 a) Planning Matters

1. Neighbourhood Plan update – the council had received an update from Richard Kay at ECDC regarding comments on the Plan and appointing an Examiner. The council agreed to go with the Examiner recommended by Ian Poole as he has more experience in this area. Plans are on track for a referendum in September.

24/00205/VAR – 45b High Street, vary conditions – no comments

2. 24/00290/FUL – 120 Centre Drive, demolition of outbuilding and construction of one dwelling – end of Centre Drive. – no comments

3. 24/00296/FUL – 28A Ashley Road, two storey front extension, single storey rear extension, changes to internal layout along with fenestration additions and alterations and new front gate to public highway – no objections

b) Planning Outcomes

1. 23/01312/VAR – 106 High Street – approved
2. 24/00009/FUL – 12 Spurling Close – approved
3. 24/00164/TPO – 71 Duchess Drive – approved

142/23/24 Finance – payments for agreement this month:

- (a) To agree payments for the month as per the Financial Transaction List - agreed
- (b) To note monies received as per the Financial Transaction List - noted
- (c) Charity Expenditure – to ratify expenditure requested at the Cheveley Pavilion and Recreation Ground Charity meeting held on 9th April 2024.

The council agreed to top up the earmarked reserve for the path and pavilion project by £25k to £60k to better reflect the likely cost of the works.

143/23/24 Highways

- (a) Broomstick Corner – to receive update from Cllr Sharp/Highways – no work has been carried out yet.
- (b) Cones – to consider the purchase of traffic cones for the Parish Hall – the council agreed to purchase 10 cones at a cost of £80 to be used at Farmers Markets and other events to help with parking congestion on the High Street. **Action:** the Clerk has sought guidance from Highways on the legality of this and if permission is granted, will purchase the cones.

144/23/24 Community/Community Groups & Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – noted. A query was raised about the timetable in the lobby. **Action:** the Clerk will clarify which clubs are still valid and update the listing.
- (b) Unpaid debt – to receive update – payment for April has been received.

- (c) Defibrillator – to receive update – the application for a defibrillator grant has been turned down. It was agreed that no decision on funding would be made until after the path and pavilion project had been completed.
- (d) Disabled Access button – to consider using concrete to secure disabled access button mounting post. The council approved a quote for £330 for resetting the post into the block paving using cement and longer bolts.
- (e) Host Premises Licence Renewal – to consider annual or individual event licences. The council resolved to purchase an annual licence for food vendors at a cost of £192.00. The meeting also discussed the need for a licence for the Farmers Market. The Clerk will find the cost of this licence and a decision on funding it will be made at the May meeting.

145/23/24 HR/Administration

146/23/24 Cemetery

147/23/24 Date of Next Meeting and Matters for Future Consideration

14th May 2024

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR APRIL 2024

Agenda Item 142/23/24 (a)

Payments – Direct Debits and Standing Orders

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support (inv 4438)	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband	£50.38	£41.99		
3	EE Mobile Phone	Mobile Phone	£6.84	£5.70		
4	ECDC	Rates for Parish Hall	£155.25	0		
5	Npower	Street lighting	£98.80	£94.10		
6	Greencloud*	Hosted emails	£62.24	£51.87		
7	Multipay	Heating Oil and card fee	£676.79			
	TOTAL		£1100.70	£235.66		

- **Invoice not yet received at time of printing**

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
8	Staff Costs	Salaries, pension, and HMRC (Mar 23)	£2450.30			
9	S Hughes	Clerk's Expenses	£14.40			
10	McGregor Services	Grounds Maintenance	£726.00	£605.00		
11	Moy Home Maint	Repairs	£234.00			
12	CAPALC	Membership fee	£638.86			
13	Cambridgeshire CC	LHI contribution	£1376.77			
14	LCC	HR Consultancy	£567.00	£472.50		
15	Fire & Safety Solutions	Replacement of two emergency lights	£141.60	£118.00		
16	Glasdon	Dog bin for recreation ground	£295.02	£245.85		
17	SS Motors (Fuels)	Boiler service at Parish Hall	£88.20	£73.50		
18	Rialtas	Software Support	£230.40	£192.00		
19	PWLB	Partial repayment of loan - PAID	£35,143.64			
	TOTAL		£41,906.19	£2311.85		

Agenda Item 142/23/24 (b)

Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Mar 24	£744.16
2	HSBC	Interest Jan 2024	£103.03
3	HSBC	Interest Mar 2024	£34.88
4	Redwood Bank	Interest Mar 2024	£174.18
5	Southgates	Burial Fee (TM)	£390.00
6	Unity Bank	Quarterly interest	£212.80
7	Cambridge Building Society	Annual interest	£1555.03
	TOTAL		£3214.08